

PARENT EDUCATION GROUP
MONTHLY BUSINESS MEETING

JUNE 26, 2008

MINUTES

Present: Eileene Chappelle, Roger Chappelle, Bonnie Cord, Tammy Foster, Robin Harrison, Rhonda Loving, Barbara Sewell, and Sandy Wilbourn.

Present by Telephone: Julie Bourne, Rebecca Johansson, Sandra Melendez and Kim Williams.

Absent:

Pam Esser, Carolyn Hamilton, Linda Lamb, Diane Murrell, Charissa Nealy.

Tammy Foster called the meeting to order at 6:35pm.

Announcements

NAMI TX Convention Stipends: Tammy announced that System of Hope will pay for two PEG members to go to the NAMI Texas convention in October. The only two people interested in going were Bonnie Cord and Barbara Sewell. SOH will pay for private room, meals, registration. Participants will be responsible for their own transportation.

SOH Newsletter: Eileen announced that SOH will be producing a bimonthly newsletter, which will replace the Evaluation newsletter she had previously announced. PEG will have a "Family Voice Corner," and the Youth Council will have a "Youth Corner." Eileene noted this would be an excellent recruiting tool: at the end of the Family Voice Corner, we can state the purpose and meetings of PEG.

John Puder will be the editor. The Family Voice Corner will be limited to 350 words. Topics will be chosen by John Puder's group. PEG asks that PEG be given the topics in advance so that we can assign PEG members to organize the production of each article. Other PEG members can email the organizer with ideas. Tammy will take the article from the organizer, check it over and send to Puder.

First Topic:	Caregiver Stress
Organizer:	Eileene
Deadline to Puder:	Wed. July 2, 2008
Deadline to Eileene:	Monday, June 30, 2008
Researcher:	Rhonda Loving

Kim suggested going to the TA Partnership website: www.tapartnership.org for ideas. Kim has written several articles that may be helpful under the Family Involvement link, especially one on compassion fatigue and relaxation techniques. Kim will send this to Tammy.

Approval of May 22, 2008

The Minutes of May 22, 2008 were unanimously approved as written.

PEG Roster/Emails

Issue: New emails to be added to PEG email list.

Action: Add emails of two prospective members to the PEG communications email list: Rhonda Loving, lovingkidsinc@sbcglobal.net; and Sandra Melendez, sandracastrillo8@yahoo.com. Thus current email list for communications is:

Julie_bourne@sbcglobal.net; recasail@sbcglobal.net; bccord@swbell.net; addaoffice@pdq.net; tammy.foster@cps.hctx.net; cehamilton2003@sbcglobal.net; raiseyoumoney@yahoo.com; rebeccajohansson@yahoo.com; llamb53@hotmail.com; lovingkidsinc@sbcglobal.net; sandracastrillo8@yahoo.com; dvmurrell@sbcglobal.net; Risanealey@yahoo.com; BSe2272@aol.com; BSe2272@yahoo.com; Fbcchadd967@aol.com.

PEG Voting Members

Issue: Who are official voting members of PEG? How do prospective members become full voting members?

Decision: Consensus: Those named on the Roster sent out with the May 22, 2008, PEG meeting are all official voting members of PEG. A prospective member must participate in four consecutive PEG meetings, and will become a full voting member at the beginning of the fourth consecutive meeting. Participation and voting by telephone conference call are permitted. At each meeting, a roll call will be taken of the members present as well as members on the conference call.

Discussion: In accordance with the decision at the May 22, 2008 meeting, Barbara, Julie and Roger submitted, a week before the June 26, 2008, PEG meeting, a proposal for determining who is a voting member of PEG. There was discussion on whether voting by telephone was permitted when a face-to-face meeting was called. Members decided that everyone should make a

strong attempt to be physically present for face-to-face meetings, but full participation by conference call is permitted, including voting.

Participants also briefly and positively discussed developing some kind of Welcome or Orientation program for prospective members.

Co-Leaders and Facilitators

Issue: What are the responsibilities of Co-Leaders and Facilitators?

- a. What are the duties of the Co-Leaders?
- b. Should we have a separate Facilitator for meetings?

Decision: Consensus: There will be two Co-Leaders, a Facilitator and a Scribe.

Facilitator: The Facilitator will be elected by the voting members and will serve until s/he resigns or until another Facilitator is elected. The duty of the Facilitator is to facilitate all PEG meetings. Rebecca Johansson was elected Facilitator.

Scribe: The Scribe will be elected by the voting members and will serve until s/he resigns or another Scribe is elected. The duty of the Scribe is to prepare minutes of all PEG meetings and send them to Tammy for distribution within a week of the meeting. Bonnie Cord was elected Scribe.

Co-Leaders: The duties of the Co-leaders are:

1. follow up during the month to make sure work gets done;
2. coordinate workgroup for recruiting new members
3. speak at Governing Board Meetings
4. create the agenda with input from other PEG members;
5. ensure there is adequate coverage of family members in the SOH Work Teams;
6. coordinate finding resources for training PEG and set up speakers;
7. ensure open communication within PEG
8. find someone to assume the duties of Facilitator or Scribe if they cannot attend a meeting.

Robin Harrison resigned as Co-Leader. Tammy Foster will serve as Leader until something else is decided.

A work group was assigned to examine the issue of how Co-Leaders should be chosen and recommend two options to PEG.

Assigned: Barbara Sewell, Tammy Foster and Bonnie Cord.

Deadline: August 21, 2008, a week before the next meeting, the written recommendation should be sent to Tammy for distribution to PEG.

Agenda

Issue: How will PEG set its agendas?

Decision: Consensus: PEG decided in the previous item that setting the agenda, with input from the rest of the PEG members, would be the duty of the Co-Leaders. Thus this agenda item is mute.

Conference Call Protocol

Issue: What is the protocol PEG will follow for conference calls?

Decision: Consensus: PEG agreed to the following conference call protocol.

Pre-Meeting:

1. Get comfortable with the fact that you will be talking in front of a group and receiving no visual cues or feedback.
2. Use a phone that doesn't pick up background noise.
3. Know where the mute button is on your phone.
4. Have the agenda in front of you.
5. Make the call in a quiet, undisturbed room and, if possible, make the call where you have access to your computer if needed.
6. Turn off other phones and call waiting if possible.

During the Meeting:

1. Absolutely, start the meeting on time.
2. Follow the agenda.
3. Identify yourself when you join the call and before each time you speak – don't assume everyone recognizes your voice.
4. Mute the phone when you have a disturbance or need to step away from the conference call: *6=mute; *7=un-mute.
5. Avoid shuffling papers pencil tapping, etc., while on the phone.
6. Please hang up and call back in if you have an emergency or unforeseen noisy distraction.
7. Be considerate of others and allow equal time for talking.
8. If you don't understand something, ask for clarification.
9. Talk directly into the receiver for clear reception.
10. Avoid cross conversations.
11. Be mindful of the volume of your voice, respect others.

Effective Meeting Training

Issue: Shall we have Effective Meeting Training by Rebecca Johannson, who is professionally trained to teach this?

Decision: Consensus: Yes.

Date: At the next PEG meeting.

Plans for Different Types of Meetings

Issue: How does PEG decide on different types of meetings, such as business meetings, education meetings and the like?

Decision: Consensus: The Co-Leaders should come up with a proposal on this issue.

New Business

Bylaws: Barbara Sewell requested that PEG recommend a change to the bylaws revisions submitted to the Governing Board by the Ad Hoc Bylaws Committee. Her request is that, with respect to the composition of the Governing Board, there should be included a requirement that Family Members constitute 51% of the Governing Board. It was unclear as to whether the Hospital District has withdrawn from the Governing Board and how that would affect the composition. There were differing opinions as to whether such a proposal was timely. We had run out of time for discussion, so it was agreed that Barbara would submit her proposal by email to the rest of PEG and an emergency meeting could be held if necessary.

Work Team Reports: Barbara Sewell noted that we did not have time to report to each other on what is happening in the Work Teams.

Documents Distributed

Documents: Tammy Foster distributed the following documents:

1. Bylaws revisions prepared for the SOH Governing Board by the Ad Hoc Bylaws Work Team.
2. System of Hope and NAMI Texas Contract Proposal Draft 6-13-08 on Great Minds Think Alike.
3. Children's Mental Health Facts
4. How We Can Change Our World by Serving on Boards and Committees: The Board Member's Practical Guide

Next Meeting

The next meeting will be on July 26, 2008, 6:30 -8:30 pm.

The meeting was adjourned at 8:50 pm.

Respectfully submitted,

Bonnie Cord
PEG Scribe

July 1, 2008